

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
BOARD OF TRUSTEES MEETING - MINUTES  
Thursday, June 7, 2023

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:38 p.m. in the library.

Present:	Absent:
Susan Bielucke, Director	Kathy Betz, Treasurer
Fran Lloyd, President	
Tom Ernst	Guest:
Melissa Sassaman, Secretary	Ed Hozza
Joan Shafer, Vice President	
Dhara Dekhtawala	
Denise Shaffer	

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept May 11, 2023 minutes by Joan Shafer, Denise Shaffer seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- Fundraising:
  - The spring fundraising letter has yielded donations of \$5,000.00.
  - The yard sale netted \$501.00.
- Personnel:
  - Susan Bielucke has been interviewing candidates for the part-time circulation desk position.
  - The bookkeeper has returned and will be working limited hours.
  - Susan has received all staff self-evaluations. She will begin evaluations this week and continue next week.
- Outreach/Collaboration:
  - WCSD Summer Book Club Partnership- WTPL is partnering with WCSD to provide book discussion programming for grades 6-12. Two book discussion sessions will be scheduled per grade.
  - Plant a Row- WTPL will accept donations of fresh produce 9 a.m.-4 p.m. Mondays in partnership with Plant a Row Lehigh Valley. Produce will go to Whitehall Food Pantry.
  - Greenway Early Learning Center "Little Free Library"- WTPL will provide books and information on how to obtain a library card.
- Programs:
  - Summer Reading Program: June 12-August 5. "All Together Now" theme. Programs, incentive reading challenges, prizes. Birds of Prey presented by Hawk Mountain June 10 1 p.m.
  - Ongoing Programs: Community Quilt; Paper Crane Project
  - Upcoming Children's and Teen's Programs:
    - 6/13 1 p.m. Stickerpalooza; 6/14 11 a.m. & 1:30 p.m. Flag Day Craft; 6/15 1 p.m. Library Rocks; 6/20 1 p.m. Teen Friendship Bracelets; 6/21 1 p.m. Oodles of Floor Puzzles; 6/21 6 p.m. Creation Station; 6/22 1 p.m. Lego Time; 6/26 6 p.m.

7th Grade Book Discussion “Gathering Blue”; 6/27 1 p.m. Cookie Taste Testing; 6/27 6 p.m. 6th Grade Book Discussion “Refugee”; 6/29 11 a.m. Therapy Dog Story Time

- Upcoming Adult Programs:
  - On the Same Page: Under the Whispering Door 6/15 6:30 p.m.; Intro to Domestic & Intimate Partner Abuse 101 presented by Turning Point 6/22 6:30 p.m.; Mosquitoes & Ticks for Homeowners 6/29 3 p.m.

#### **FINANCIAL REPORT OF THE TREASURER:**

Tom Ernst moved to accept the Financial Report. Denise Shaffer seconded and the motion was approved.

#### **PRESENTATION/ACTION ON BILLS:**

Joan Shafer made a motion to approve total May payments in the amount of \$22,268.22. Tom Ernst seconded and the motion carried.

#### **COMMITTEE REPORTS/DISCUSSIONS:**

##### **BUILDING AND GROUNDS (Joan, Tom):**

- WCSD maintenance will take a look at the fallen tree near the shed.
- The board discussed a proposal for ADA-compliant upgrades and renovations submitted June 1, 2023 by BDA Architects, LLC. Susan Bielucke will coordinate with Ed Hozza to contact Whitehall Township regarding ADA requirements and inspections.

##### **PERSONNEL (Fran, Melissa):**

- Subsequent to a discussion regarding the minimal premium increase for 2023-2024, Fran Lloyd made a motion to renew WTPL’s existing group medical coverage (Highmark PPO Blue \$2500 100/80 Gold). Denise Shaffer seconded the motion and the motion was approved.

##### **BUDGET/FINANCE (Kathy, Joan, Denise):**

- Susan Bielucke noted the approaching maturation date on the library’s Certificate of Deposit. She will contact Embassy Bank for updated CD rate information.

##### **COMPUTER/OPERATING (Denise, Fran, Melissa):**

- The board discussed the library’s need for a cyber security insurance policy.
- A cost estimate for a new server and related software and licensing in the amount of \$14,187.79 was received from East Coast Network Services. Licensing fees are an annual expense. Denise Shaffer made a motion to accept the estimate and authorize the purchase. Joan Shafer seconded the motion. The motion carried.

##### **POLICIES/BYLAWS (Fran, Tom, Kathy):**

- The Board Bylaws Article 3, Section 3 (Membership) were discussed. Board of Trustees members may serve two continuous 3-year terms. After one year, board members may return for two more continuous 3-year terms.
- The next Policy Review will begin July 2024.

**OLD BUSINESS:**

- Joan Shafer moved to approve Ed Hozza as a new member of the WTPL Board of Trustees. The motion was seconded by Tom Ernst and approved by the board.

**NEW BUSINESS:**

- None.

**ADJOURNMENT** : Motion to adjourn made by Joan Shafer. Seconded by Dhara Dekhtawala. Meeting adjourned at 7:50 PM.

**NEXT MEETING:** July 13, 2023 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary